

STEGE SANITARY DISTRICT

BOARD HANDBOOK



JANUARY 2018

TABLE OF CONTENTS

ADMINISTRATIVE MEMO 146

Payment of Invoices

ADMINISTRATIVE PROCEDURE NO. A102-1202

Travel Expense Reimbursement Procedure

ADMINISTRATIVE PROCEDURE NO. A103-0189

Attendance at Meetings, Seminars, Conferences By Directors And Designated Staff

ADMINISTRATIVE PROCEDURE NO. A128-0908

Public Records Inspection And Fees



STEGE SANITARY DISTRICT

District Manager/Engineer:
Rex Delizo, P.E.

District Counsel:
Kristopher Kokotaylo

Board of Directors:
Paul Gilbert-Snyder
Jay James
Dwight Merrill
Alan C. Miller
Beatrice R. O'Keefe

ADMINISTRATIVE MEMO 146

First Issued: 2/2008
Last Reviewed: 1/2018
To: Board of Directors
From: Kary Richardson, Administrative Supervisor
Re: **Payment of Invoices**

Invoices are generally paid twice a month (two monthly Board meetings). Invoices for construction projects and capital items are paid from Fund 3423. All other expenses are paid from Fund 3418. Invoices are prepared for payment as follows:

1. When invoices are received in the office, Administrative Staff will do the following:
 - ◆ Date stamp as "Received" (see Attachment A)
 - ◆ Check invoice date
 - ◆ Check due date
2. Each invoice is stamped with the approval stamp (see Attachment B) by the Administrative Supervisor.
3. Approval stamp is filled in with the account number and check date.
4. Before payment of an invoice for a new vendor, check to see if they need to fill out a Tax Payer ID form. This is done before payment of invoice.
5. Invoices for purchases made by the Maintenance Department are initialed by the Collection System Superintendent.
6. Invoices for construction projects are initialed by the Engineering Department.
7. Invoices are sorted alphabetically.
8. All invoices are given to the District Manager for approval and signature (approval stamp). Invoices are not held back due to lack of signature at time of processing. The District Manager reviews material to ensure there are invoices for each check before he/she signs checks. Checks are not distributed to payees until invoices have been signed off by the Manager.
9. Checks are entered into the QuickBooks accounting program with the appropriate date, business name, dollar amount and account number/description by the Administrative Supervisor.

10. After invoices are entered into the District program, a vendor balance detail for all transactions is printed out. The Administrative Supervisor checks the invoices against this printout for accuracy.
11. Checks are printed on District checks by the Administrative Supervisor.
12. The Administrative Supervisor prepares a check list and confirms check numbers and totals; this is also checked by the District Manager.

NOTE: Additional check runs may be necessary if there is only one Board meeting in a month.

CHECK APPROVAL POLICY

All Stege payments shall be reviewed and approved by the Board. Time critical payments, where there is not time for Board review and approval, shall be reviewed and approved by the Board President (or his/her designee).

CHECK PAYMENT PROCEDURE

- A. Time Critical Payments. The Manager shall review and sign time critical checks. The Board President (or designee) shall review time critical checks and sign if he/she has no concerns. If the President has any concerns about a particular check which cannot be resolved with staff, payment may still be made, but the payment shall be flagged for extra attention at the next Board Meeting. The Manager will present and clearly identify the list of time critical payments to the Board at its next meeting.
- B. Non Time Critical Payments. Staff shall prepare a summary list of checks with payees and amounts for review and approval at the Board Meeting. Staff shall have documentation available at the Board Meeting, if questions arise. Both the President (or designee) and the Manager shall review and sign the checks.

SAMPLE OF DATE STAMP AS “RECEIVED”

RECEIVED

JUL 01 2015

STEGE SANITARY DISTRICT

INVOICE APPROVAL STAMP

DEPT
P.O.
WARRANT
DATE
APPROVAL



STEGE SANITARY DISTRICT

District Manager/Engineer:
Rex Delizo, P.E.

District Counsel:
Kristopher Kokotaylo

Board of Directors:
Paul Gilbert-Snyder
Jay James
Dwight Merrill
Alan C. Miller
Beatrice R. O'Keefe

ADMINISTRATIVE PROCEDURE NO. A102-1202

EFFECTIVE: 1/2006
LAST REVIEWED: 1/2018

TITLE: TRAVEL EXPENSE REIMBURSEMENT PROCEDURE

PURPOSE: The purpose of the procedure is to establish standards that will provide accurate reporting and proper approval authorization for the reimbursement of actual and necessary travel expenses incurred by District Directors and staff for business purposes on behalf of the District. This procedure implements Resolution No. 1762-0501 and the relevant requirements of AB 1234 (effective January 1, 2006).

SCOPE: The travel expense reimbursement procedure applies to all District Directors and staff claiming reimbursement of expenses incurred while traveling on District business. Directors and staff shall be reimbursed for expenses incurred in the performance of official duties, including attending conferences, meetings and luncheons.

RESPONSIBILITY: Individual claimants are responsible for maintaining and submitting a record of all personal expenses incurred on behalf of the District and, where required, for documenting said costs by receipts. The Administrative Supervisor is responsible for receiving expense claims, classifying the expenses, verifying travel authorization, certifying the authorization for and certifying the completeness and accuracy of the amount claimed. The District Manager is responsible for reviewing and approving expense claims for District staff. The District Manager is responsible for reviewing Directors claims and recommending approval of payment as indicated below in "Approval Authorization".

APPROVAL AUTHORIZATION: For claims of expense reimbursement by the:

1. Directors and the District Manager: The District Manager shall review each claim of a Director and, as appropriate, recommend payment by the District. The President shall review claims by the Directors and the District Manager and, as appropriate, approve for payment as authorized by the signature of the President.
2. President of the Board of Directors: The District Manager shall review each claim and, as appropriate, recommend payment by the District. Approval for payment shall be as authorized by the signature of the Vice President of the Board of Directors.
3. District Staff: The Administrative Supervisor shall review each claim for accuracy and completeness and forward to the District Manager. The District Manager shall review

each claim and, as appropriate, approve for payment as authorized by the signature of the District Manager.

GENERAL:

1. Directors and staff may be reimbursed for actual and reasonable expenses incurred in the performance of official duties, including: (a) attending conferences or organized education activities that benefit the District or affect the District's interests, (b) meeting with local, state, and federal legislators and officials regarding official District business, (c) meeting with staff and officials of surrounding communities regarding matters of mutual concern, (d) attending District events, (e) participating in regional, state, and national organizations whose activities affect the District's interests, (f) attending meetings and conferences of associations, including without limitation, joint action agencies and joint powers authorities, whose activities provide a benefit to the District and (g) such other business that provides a benefit to the District as determined by the Board of Directors.
2. Travel Expense Claims shall be submitted to the Administrative Supervisor on the approved form. (TRAVEL EXPENSE CLAIM FORM attached)
3. Travel Expense Claims without a travel advance must be submitted within a ninety (90) day period of time following the time the expenses were incurred.
4. Travel Expense claims with a travel advance must be submitted within forty-five (45) days after travel is completed.
5. Each claimant must sign the certification statement located on the claim form.
6. Travel Expense claims are to be accompanied by the receipts that documents each expense, authorization and details. Detail regarding the nature of the expense provided in the Travel Expense claim shall suffice for incidental expenses for which receipts are not customarily given.
7. The most economical use of District funds, consistent with the convenience of the claimant and the schedule of meeting, shall control. Directors and employees shall use government and group rates offered by a provider of transportation or lodging services when available.
8. Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board of Directors. Such reports may be made orally or in writing.
9. All documents related to reimbursable expenditures shall be considered public records subject to disclosure under the California Public Records Act.

TRAVEL EXPENSE CLAIM FORM INSTRUCTIONS:

1. Date: Indicate each date on which expenses were incurred.
2. Location: Show the location at which expenses were incurred.
3. Activity: Describe the purpose of the expenditures (e.g., conference, meeting, and luncheon).
4. Depart: Show the hour at which you departed for a meeting or other activity.
5. Return: Show the hour at which you returned from a meeting or other activity.
6. Lodging: The regular allowance is the actual and necessary cost of lodging at the conference hotel. Lodging shall not be allowed if the meeting location is within forty (40) miles of the District Office, unless preauthorized by the Board of Directors. Claimants may use lodging at locations other than the conference location/lodging. In such instances, the actual lodging cost, up to but not exceeding the conference lodging rate may be claimed. Claimants shall use government or group rates for lodging, when available.
7. Meals & Incidental Expenses:
 - a. Meal & Incidental Expenses. Meal and incidental expenses (M&IE) claimed shall not exceed the actual and reasonable cost of meals and incidentals for each day.
 - b. Incidental Expenses: Incidental expenses include reasonable fees and tips given to porters, baggage carriers, bellhops, hotel maids, transportation between places of lodging or business and places where meals are taken, parking fees, taxi/ride share fares, public transportation costs, tolls, telephone calls relating to the performance of official duties, and other such incidental expenses.

Long distance telephone charges related to District business must identify the date, place and party called.

Reasonable gratuities for hotel employees and air porters are reimbursed up to \$3 each per day.
 - c. Meal & Incidental Expenses can be claimed for departure and return days and other days that involve travel and/or activities for less than 24 hours, or “fractional” days.

For departure days, if a claimant departs home or the District office by:
7:00 A.M. – can claim breakfast, lunch and dinner expenses.
11:00 A.M. – can claim lunch and dinner expenses.
4:00 P.M. – can claim dinner expenses only.

For return days, if a claimant could return to home or District office from the meeting or event location:

Between 10:00 A.M. and 2:00 P.M. – can claim breakfast expenses only.

Between 2:00 P.M. and 7:00 P.M. – can claim breakfast and lunch expenses.

After 7:00 P.M – can claim breakfast, lunch and dinner expenses.

- d. If meals are claimed for more than one person, the number of meals claimed and the names of persons and organization affiliation for whom meals were purchased must be listed. For non-district personnel, briefly state why meal purchases are an advantage to the District. (Use comment spaces at bottom of claim form and/or attach additional sheets as necessary.)

8. Transportation:

- a. Indicate the mode of transportation and cost. Common carrier (plane, bus, etc.) is the authorized method of transportation but private automobiles may be used when it can be shown that travel expense is not consequently increased.
- b. Taxi/ride share fares are authorized when other transportation is not practical, economical or available.
- c. Rental car charges are reimbursed when reasonable for transportation to and at the meeting location.
- d. If a private automobile is used, indicate the number of miles traveled (in comment space at the bottom of the claim form) and use the current approved federal mileage reimbursement rate. If travel is made in another claimant's automobile, travel expense will be allowed only one claimant. When private automobile is used, the total claim for transportation expenses shall not exceed what the total claim would be using the common carrier rate.
- e. Parking expenses and tolls for a private automobile associated with plane travel or other transportation expenses are reimbursed.
- f. Taxi/ride share fares and shuttle bus fares for transportation involved with common carrier travel is considered transportation expenses, not incidental, and are reimbursed.

9. Non-reimbursable expenditures include but are not limited to: alcoholic beverages, any expenses incurred by the spouse, companion and family member of employees and/or Board members; theater tickets, movie rental fees, sporting events fees, laundry fees; replacement fees for lost keys and fees assessed for damage to lodging premises.

10. When feasible, other actual and reasonable expenses incurred in the performance of official duties that are not described in this Procedure shall be approved by the Board of Directors in a public meeting before the expense is incurred.
11. The District Manager is authorized to advance funds to Directors and District employees to cover the cost of anticipated travel expenses, but only if the purpose of the travel has previously been approved by the District Board. The amount of any advance shall be acknowledged by a receipt signed by the Director or employee at the time the advance is made. The receipt shall contain the following language:

“I, the undersigned, agree that, as a condition of receipt of this travel advance, I am required to account for the proper use of these funds in accordance with the District’s travel policies, including submittal of a Travel Expense claim and accompanying receipts documenting each expense. In the event it is unnecessary to use all the funds advanced to me, I agree to promptly reimburse those funds to the District. If I do not make reimbursement, or fail to fully account for the funds advanced within a forty-five (45) day period after completing the travel for which these funds were advanced, I hereby authorize the District Board to deduct the amounts owed by me from any and all compensation which may thereafter come due and owing to me from the District.”

TIME LIMIT: This procedure shall be reviewed annually.



STEGE SANITARY DISTRICT

District Manager/Engineer:
Rex Delizo, P.E.

District Counsel:
Kristopher Kokotaylo

Board of Directors:
Paul Gilbert-Snyder
Jay James
Dwight Merrill
Alan C. Miller
Beatrice R. O'Keefe

ADMINISTRATIVE PROCEDURE NO. A103-0189

EFFECTIVE: 5/2006
LAST REVIEWED: 1/2018

TITLE: ATTENDANCE AT MEETINGS, SEMINARS, CONFERENCES BY DIRECTORS AND DESIGNATED STAFF

PURPOSE: To provide direction to the Board of Directors and designated staff in obtaining Board approval for attendance at meetings, seminars and conferences. This procedure implements the policy adopted by the Board of Directors in Resolution No. 1456-0189 and 1762-0501.

DEFINITIONS:

- A. Designated staff of the District includes the District Manager and other staff of the District so designated by the District Manager.
- B. Meetings, seminars and conferences are those formally scheduled meetings and events of agencies and organizations providing education and training opportunities for the Directors and staff of the District.

SCOPE: This procedure applies to the Directors and designated staff of the Stege Sanitary District who desire to attend a meeting, seminar or conference on behalf of the District.

PROCEDURE: If time permits, Directors shall seek Board approval before attending meetings, seminars, and conferences at which reimbursement is sought. District staff attendance at such function shall be pre-approved by the Manager and within the constraints of the appropriate budget.

Requests for approval for Directors to attend specific meetings, seminars or conferences shall be directed to the District Manager, who shall cause the request to be included on the next regularly scheduled meeting agenda of the Board of Directors.

TIME LIMIT: This procedure shall be reviewed annually.



STEGE SANITARY DISTRICT

District Manager/Engineer:
Rex Delizo, P.E.

District Counsel:
Kristopher Kokotaylo

Board of Directors:
Paul Gilbert-Snyder
Jay James
Dwight Merrill
Alan C. Miller
Beatrice R. O'Keefe

ADMINISTRATIVE PROCEDURE NO. A128-0908

EFFECTIVE: 9/2008

LAST REVIEWED: 1/2018

TITLE: PUBLIC RECORDS INSPECTION AND FEES

PURPOSE: The purpose of this Policy is to establish a policy in accordance with the Public Records Act, commencing at Government Code Section 6250, and other applicable statutes, setting the procedures to be followed when making records available to the public. Public records are open to inspection at all times during the stated office hours of the Stege Sanitary District.

DEFINITIONS:

- A. "District" means the Stege Sanitary District or any employee authorized to act on its behalf.
- B. "Public Record" includes any writing containing information relating to the conduct of the Public's business prepared, used, or retained by the District, regardless of physical form or characteristics.
- C. "Writing" means handwriting, typewriting, printing, Photostatting, photographing, photocopying, transmitting by electronic mail or facsimile and every other means of recording upon any tangible thing, or form of communication of representation, including letters, words, pictures, sounds, symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.
- D. "Person" includes any natural person, corporation, partnership, limited liability company, firm or association.
- E. "Member of the Public" means any person, except a member, agent, officer, or employee of the federal, state, or local agency acting within the scope of his or her membership, agency, office, or employment.

POLICY:

- I. **Disclosure.** Public records are open to inspection during the office hours of 8:00 A.M. – 4:00 P.M., Monday through Friday, except for District holidays. Every person has a right to inspect any public record except those records exempted from disclosure by Section 6254 of the Government Code or other applicable provisions of law. The District Manager or his/her appointed representative shall make the determination as to whether a

requested record is public record and open to inspection. Refusals to disclose a public record shall be reviewed by the District Counsel.

II. **Confidential Documents And Documents Not Required To Be Disclosed:** Not all District records are required to be disclosed to the public. Records generally exempt from public disclosure include, but are not limited to, the following:

- A. The Public Records Act provides an exemption for preliminary drafts, notes, inter-agency memoranda which are not retained by the District in the ordinary course of business. The Better Government Ordinance provides that preliminary memoranda and documentation on pending contracts and matters under negotiation are not subject to disclosure until final action has been taken.
- B. Records pertaining to pending and proposed litigation, excepting claims and final settlement.
- C. Personnel, medical, or similar files excepting statistical non-identifying employee data, records of certain confirmed misconduct and records of disciplinary appeals.
- D. Performance evaluations are confidential and should not be disclosed to third parties without the written consent of and release by the affected employee or a court order compelling disclosure. This includes test questions, scoring keys, or other examination data used to administer an employment or academic examination.
- E. Official information acquired by the District on a confidential basis.
- F. Home addresses, home telephone numbers, personal telephone numbers, birthdates and personal email addresses of all employees of a public agency.

III. **Employee Information Disclosure:** Personnel records of public employees and any other personal information concerning District employees, such as performance evaluations, are confidential and should not be disclosed to third parties without the written consent of and release by the affected employee or a court order compelling disclosure, except as discussed here.

- A. The public is entitled to see non-confidential records concerning District employees including those which show the name of public employees, their gross salary entitlements, job classification, and dates of employment.
- B. The District may disclose confidential employee information in cases of emergency or need when such disclosure appears to be reasonable to protect any person's health or welfare and permission cannot be timely obtained.
- C. The District will make employee records and other personal information available for authorized criminal law enforcement purposes including investigation.
- D. Other personnel records may be public record subject to disclosure. In case of doubt such records should be reviewed by the District Counsel before they are disclosed.

IV. **Confidential Legal Documents**

- A. Purpose. Section II sets forth procedures to be used in handling communications between departments and the District Counsel's office and other counsel, representing or advising the District. Its purpose is to provide means to preserve

the confidentiality of documents which are privileged from disclosure to the public or to opposing parties in pending litigation.

- B. Covered Documents. Section II covers all confidential communications including notes or memoranda of conversations between the District Counsel's office or other counsel for the District, and departments or employees, which contain legal opinions, requests for legal opinions, or provide data to counsel necessary for preparation for litigation or for legal opinions. If there is uncertainty as to whether a document is covered, it should be treated as confidential.
- C. Security of Confidential Legal Documents. It is the responsibility of the Department Head to provide for the security of all confidential communications.
 - 1. Files. Separate files should be maintained for the documents referred to in Section II. A separate file should also be maintained with respect to litigation. These files should be physically separated from other department files. Access to legal files is to be limited to confidential employees with a need to see the contents of the files.
 - 2. Copying. Confidential legal documents are not to be copied except as necessary. Copies not retained in the department legal files shall be destroyed. Employees are not to keep personal copies of confidential legal documents.
- D. Distribution of Confidential Legal Documents. Confidential legal documents are to be distributed only to those employees of the department who:
 - 1. Exercise management control on behalf of the District; and
 - 2. Have a need to have knowledge of the contents of those documents.

Under no circumstances are confidential legal documents to be distributed to persons not employed by the District or to persons whose interests are adverse to those of the District, without the prior advice of the District Counsel.

V. Access To Public Documents

- A. The following policies apply with respect to requests for inspection or copies of public records:
 - 1. The request for inspection or copies of records should be made in writing and must reasonably describe an identifiable record or records;
 - 2. Administrative staff should advise the requesting person in writing of the place and time where inspection of records can be carried out;
 - 3. Fees: Section 25-4.610 of the Better Government Ordinance provides:
 - (a) No fee shall be charged for making public records available for review.
 - (b) No fee shall be charged for a copy of documents routinely produced in multiple copies for distribution, e.g. meeting agendas and related materials that are twenty or fewer pages in length per document.
 - (c) A fee of one cent per page may be charged for a copy of documents routinely produced in multiple copies for distribution, e.g. meeting agendas and related materials that contain more than twenty pages per document.

- (d) For documents assembled and copied to the order of the requester, a fee not to exceed 10 cents per page may be charged, plus any postage costs.
 - (e) Rather than making the copies itself, the department or the District may contract at market rate to have a commercial copier produce the duplicates and send the charges directly to the requester.
 - (f) Other fees may be charged in compliance with state law.
- B. If possible, a public record request shall be satisfied no later than the next business day following the request. But, within that time the District may advise the requestor in writing that the request will not be answered until a future date. Subject to this rule, the District may take not to exceed 10 days, to respond to requests for inspection or copies of public records.
- C. Any refusal to disclose a public record must be justified in writing. (Gov. Code §6253, Ord. Code § 25-4.608) If possible, exempt information shall be masked (“redacted”) or deleted so that the non-exempt portion of a requested record may be released. (Gov. Code § 6253, Ord. Code §25-4.606).

VI. **Request for Copies of Public Records.** A request for a copy of an identifiable public record or a certification shall be in writing or by the “Request for Public Records” form attached to this policy, and shall be accompanied by a fee or deposit shown on the attached schedule. Requested copies shall be provided upon payment of appropriate fee.

VII. **Response Time.** The District, upon a request for a copy of records, shall as soon as possible, but within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the District and shall promptly notify the person making the request of the determination and the reason(s) therefore. In unusual circumstances, additional time up to 14 days may be warranted.

VIII. **Request for Summary of Information or Copy.** The Public Records Act does not require the District to make summaries or to extract information from documents. Requests for summaries shall be directed to the Board of Directors who shall set the fee upon receiving advice from staff as to the estimated time of staff work required to compile such summaries.

TIME LIMIT: This procedure shall be reviewed every two (2) years.

STEGE SANITARY DISTRICT
7500 Schmidt Lane, El Cerrito, CA 94530
Phone: (510) 524-4667
Fax: (510) 524-4697
Email: staff@stegasan.org

REQUEST FOR PUBLIC RECORDS

Date _____

In accordance with Government Code Section §6253 of the California Public Records Act, I am requesting _____ copy(ies) of the following documents:

I understand that the District has ten (10) working days to respond to this request, unless an unusual circumstance arises, whereby additional time up to 14 days may be warranted.

Name _____

Organization _____

Address _____

Daytime Phone Number _____

STAFF USE ONLY:

Date Request Completed _____

Copy(ies) Provided: (circle one) Yes No Partial

List any requested document that is exempt from public disclosure and was not copied (i.e., personnel files, attorney/client communications, preliminary drafts, pending litigation or claims, etc.)

Estimated Cost _____

Amount of Payment _____

Refund/Additional Payment _____

STEGE SANITARY DISTRICT
7500 Schmidt Lane, El Cerrito, CA 94530
Phone: (510) 524-4667
Fax: (510) 524-4697
Email: staff@stegesane.org

**SCHEDULE OF FEES OR DEPOSITS TO BE COLLECTED WHEN
COPY OF PUBLIC RECORD OR INFORMATION IS REQUESTED**

<u>GENERAL DOCUMENTS</u>	<u>Unit</u>	<u>Fee or Deposit Per Unit</u>
1. Copy of identifiable public record or information (set by Administrative action, currently at 10¢ per page per 8-1/2" x 11")	Each page	\$0.10
3. Large scale copies (up to 24" x 36")	Per sheet	\$3.00
4. Standard Details	Per set	\$3.00
5. Board Agendas*	Annual Fee	\$25.00

* Board Agendas are available in PDF format on the District's website: www.stegesane.org